

Add/Change Phone Numbers

Introduction This guide provides the procedures for a Retiree/Annuitant/Former Spouse to add or change telephone numbers in Retired Global Pay Self Service.

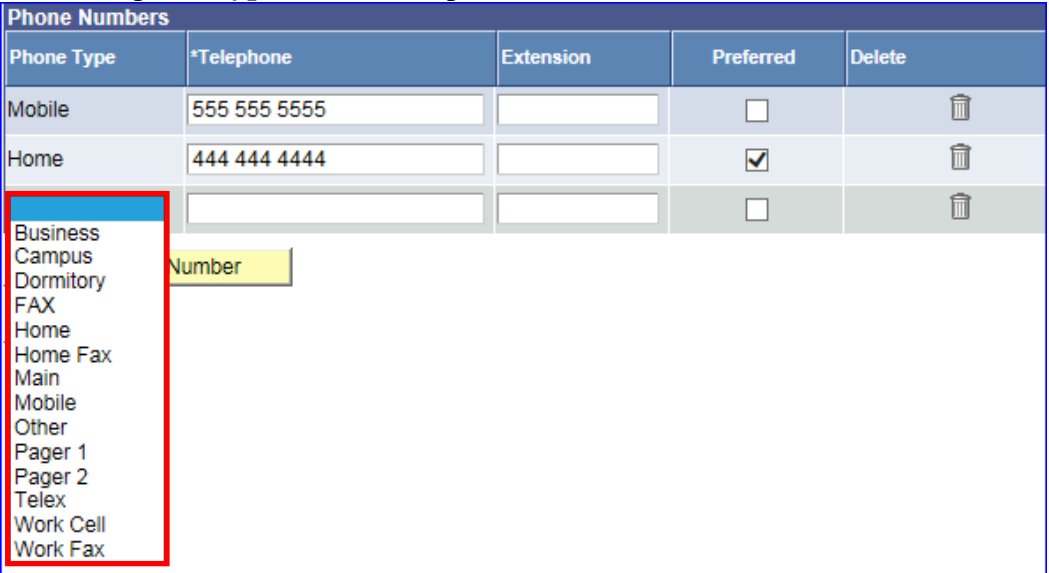
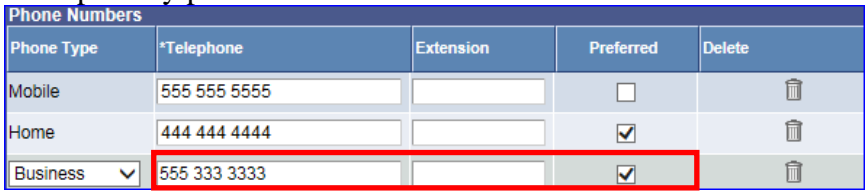

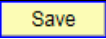
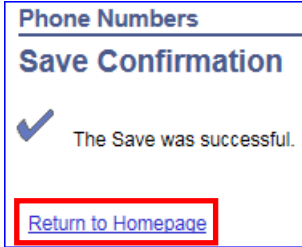
Procedures Log into DA Self Service at <https://portal.direct-access.us/> and follow the steps below.

Step	Action															
1	<p>Select the View/Change My Phone Number(s) link from the home page menu.</p> <table><tr><td>View My Payslip This link will take you to a list of all available payslips to view and/or download.</td><td>View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.</td></tr><tr><td>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</td><td>View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.</td></tr><tr><td>View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).</td><td>Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.</td></tr><tr><td>Change My Delivery Options This link will allow you to change delivery options for communications.</td><td>Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.</td></tr><tr><td>View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</td><td>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</td></tr><tr><td>View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries</td><td>Change My Federal & State Tax Review or change your W-4 information.</td></tr><tr><td>View/Print ACA Forms View/Print ACA Forms</td><td></td></tr></table>	View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.	View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.	View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.	Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.	View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.	View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.	View/Print ACA Forms View/Print ACA Forms		
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View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.															
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View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.															
View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.															
View/Print ACA Forms View/Print ACA Forms																
2	<p>The currently recorded phone number(s) will display. Correct/change the number as necessary.</p> <div><h3>Phone Numbers</h3><p>Joseph Coastie</p><p>Enter your phone numbers below.</p><table><thead><tr><th>Phone Type</th><th>*Telephone</th><th>Extension</th><th>Preferred</th><th>Delete</th></tr></thead><tbody><tr><td>Mobile</td><td>555 555 5555</td><td></td><td><input type="checkbox"/></td><td></td></tr><tr><td>Home</td><td>555 444 4444</td><td></td><td><input checked="" type="checkbox"/></td><td></td></tr></tbody></table><p>Add Phone Number</p><p>Save</p></div>	Phone Type	*Telephone	Extension	Preferred	Delete	Mobile	555 555 5555		<input type="checkbox"/>		Home	555 444 4444		<input checked="" type="checkbox"/>	
Phone Type	*Telephone	Extension	Preferred	Delete												
Mobile	555 555 5555		<input type="checkbox"/>													
Home	555 444 4444		<input checked="" type="checkbox"/>													
3	<p>Click the Add Phone Number button to provide an additional contact number. A new blank row will appear.</p>															

Continued on next page

Add/Change Phone Numbers, Continued

Procedures,
continued

Step	Action
4	<p>Select the phone type from the drop-down list.</p>  <p>The screenshot shows a table titled 'Phone Numbers' with columns: Phone Type, *Telephone, Extension, Preferred, and Delete. There are three rows: Mobile (555 555 5555), Home (444 444 4444), and an empty row. A dropdown menu is open for the 'Phone Type' column, listing: Business, Campus, Dormitory, FAX, Home, Home Fax, Main, Mobile, Other, Pager 1, Pager 2, Telex, Work Cell, and Work Fax. The 'Business' option is highlighted with a red box. A yellow 'Number' label is also visible.</p>
5	<p>Enter the area code (or country code for non-U.S. numbers) and the telephone number, an extension (if applicable) and check the Preferred box if that number is the primary/preferred contact number.</p>  <p>The screenshot shows the same 'Phone Numbers' table. The 'Business' row, which contains '555 333 3333' and has the 'Preferred' box checked, is highlighted with a red border. The 'Phone Type' dropdown is set to 'Business'.</p>
6	<p>Repeat steps 3, 4 & 5 to add additional numbers.</p> <p>Click the Trashcan icon  to remove any unwanted numbers.</p>
7	<p>When finished, click the Save  button.</p>
8	<p>A Save Confirmation page will display. Click the Return to Homepage link to return to the Self Service menu.</p>  <p>The screenshot shows a 'Save Confirmation' page with a checkmark and the text 'The Save was successful.' Below this, the 'Return to Homepage' link is highlighted with a red box.</p> <p>If an error message displays, follow the instructions on the screen or exit the system and contact PPC for assistance.</p>